

# Barracks Theft Claims

This Claims Office is here to help you prepare and file your claim. Our job is to process your claim as quickly and fairly as possible so you get all money due you under law and regulation. The documentation listed below is necessary to process your claim. Failure to provide any of the required documents will delay your claim and may result in the reduction of the amount paid to you or denial of your claim completely. Please keep in mind that the regulation requires this documentation to process your claim. **You must file your claim within two years of the theft.** If you have any questions or problems getting the documents, please contact the Claims Office at (757)727-2157.

1. DD Form 1842 - Claim for Loss or Damage to Personal Property Incident to Service.
2. Copy of the power of attorney (if you are filing for someone else).
3. DD Form 1844 - Schedule of Property and Claims Analysis Chart. Please fill this form out carefully and completely. If the purchase date is left blank, maximum depreciation will be taken.
4. DD Form 1950 - Statement of Commander Concerning Personal Property-must be completed by Company Commander.
5. One copy of your high value item list, if one was on file at time of the theft.
6. One copy of the final MP or CID report.
7. Any additional supporting evidence which may be necessary to substantiate your claim (for example, videos or picture of missing items, pictures of damage, and witness statements).
8. Estimate(s) of repair and/or substantiation of replacement cost(s). An estimate is required if the cost of repair is \$50.00 or more or the cost of replacement is \$100.00 or more. An estimate stating an item is not repairable is required before a replacement cost over \$100.00 will be paid. In some cases, Claims Office personnel may require more than one estimate. Do not get a second estimate unless asked to do so by the Claims Office. You will not be reimbursed more than \$30.00 per item in estimate fees without prior approval from a Claims Office attorney. Consult the local Yellow Pages for a listing of repair businesses. You may also call the local Chambers of Commerce or the local Better Business Bureau for more information about a particular business.
9. One copy of your personal property insurance policy (i.e. renter's insurance) showing the breakdown of the deductible. If the policy was in effect during the time of the incident, you must file and settle with your insurance company before you file a claim with the government.